



DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Special Investigator

Sacramento – Permanent - Full-time

The Department of Real Estate has "c"r quklqp" in its Sacramento Mortgage Loan Activities Section for Special Investigator. These positions are Permanent full-time. The Department is located at 2201 Broadway, in Downtown Sacramento.

Duties of the position include:

- Obtain information from mortgage loan origination license applicants and review their application and disclosures along with their criminal background check, financial history, and any professional license disciplinary action.
- Review state and federal laws and regulations related to mortgage loan license requirements and make determinations to allow or deny applications.
- Issue proper notice and refer to the legal section for action when needed.
- Answer telephone questions from applicants and members of the real estate industry related to new mortgage licensing requirements and online processes.
- Review federal and state laws and regulations, provide information to callers, make presentations to groups and add "frequently asked questions" to the Department's website to assist applicants.
- Answer phone calls from Departmental investigators and legal staff regarding mortgage loan laws and regulations. Answer calls from licensees and consumers related to mortgage loan laws and regulations and refer to Departmental publications and the website as appropriate.
- Receive, review and log mortgage loan reports submitted by mortgage loan brokers and lenders into the Department's computer system.
- Monitor compliance with reporting requirements, request compliance from delinquent brokers, investigate violations, order audits, issue corrective action letters and refer to legal for formal action when appropriate.
- Refer mortgage loan related complaints to audits, the enforcement section, the legal section or to other agencies as appropriate.
- Review advertising and send correspondence requesting broker compliance with real estate law. Issue corrective action letters or refer to Enforcement section when formal disciplinary action is appropriate.
- Review advance fee agreements on file and provide declarations, negative affidavits or testimony at hearings related to investigations completed or information obtained.

Desirable Qualifications:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to prepare and write detailed/comprehensive investigative correspondence and reports.
- Ability to interview and obtain written statements from complainants, respondents, and witnesses.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector.
- Ability to multi-task and be able to work under pressure.
- Knowledge of California Real Estate Law is desired, but not required.
- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Dependable and reliable, with excellent attendance.
- Flexibility, patience and tact.

Salary: \$3902 - \$5899

Who may apply: Current State employees at the Special Investigator level, individuals with Special Investigator list eligibility, Training and Development Assignments or State employees transferable to the class. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice. You must indicate RPA #11-184 on your application to be considered for this position.**

Submit Applications to:

Department of Real Estate
Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: Open Until Filled

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

Applicants will be screened based on the Desirable Qualifications shown above and only those most qualified will be invited to interview.

Note: DRE requires that new employees be fingerprinted.